

Draft terms of reference for the review of Statement of Knowledge for Recordkeeping Professionals

Background to development

In 2006, the ASA/ RMAA Joint Education Steering Committee released the 'Statement of Knowledge for Recordkeeping Professionals'. At the time of release, a review was scheduled for 2008. It was the first time such a document had been produced and needed to be tested within a reasonable time frame. Preliminary discussions commenced amongst ASA and RMAA members commenced in 2008.

How has it been used?

The Statement of Knowledge has had but limited use in the past two years. It has been used by the ASA and RMAA for accreditation of tertiary courses, and courses following the Recordkeeping Competency Standards in the Business Services Training Package. The Statement has been the subject of journal articles and conference papers to promote its purposes and explain the Australian context for describing domain specific knowledge. Other potential uses have been largely under utilised.

Assumptions for the review

The literature about benchmarks of the profession regards a statement of domain-specific knowledge as one of six criteria (Margaret Pember 2007). Allied professions have similar statements though the form can differ (Hoy, 2008). This review starts with the assumption that a description of a domain specific knowledge is such a benchmark and some kind of statement is supported by the ASA and RMAA. This review seeks to determine the best way to describe that domain-specific knowledge. The review will examine the content and structure of the Statement and assess how to make it usable and accessible to known and as yet unknown stakeholders.

Reasons for the review

The purpose of the review is to assess how best to make a domain-specific Statement of Knowledge relevant and valued. The review needs to ask the following questions.

1. Is the Statement in its current form needed and relevant?
2. Are there other ways to present domain-specific knowledge?
3. What changes are needed if course accreditation continues to use the Statement?
4. Is it an inclusive document and reflective of different cultural interpretations of recordkeeping knowledge?
5. Is the content and language adaptable for changes in domain-specific knowledge?
6. How can it be presented and applied in different contexts?

Overall responsibility for the review

The ASA/RMAA Joint Steering Committee (JESC) will have overall responsibility for the review and the outcomes. Members of the Committee will be nominated by the ASA Council and the RMAA Board. Sigrid McCausland and Marian Hoy will conduct the review on behalf of the JESC, through a Review Working Group. Both members have had a long term involvement with the Statement, and with both professions, and are familiar with the background and current uses. The JESC recognises that the employment status of Dr Sigrid McCausland and Marian Hoy with regard to the ASA and RMAA respectively may change during the course of this review. The JESC does not consider there is any conflict of interest in nominating these two members to conduct the review.

Conduct of the review

The review will be conducted in consultation with relevant stakeholders including:

- ASA Council and RMAA Board
- Review Working Group of members from ASA and RMAA
- Members of ASA and RMAA through branch/committee communication lines and listservs
- Allied professions

Meetings, online discussions and workshops will be held during 2009 to facilitate consultation with ASA, RMAA and other interested stakeholders. Such consultation would be dependent on interest and availability of members. Investigation of aspects of the review could be undertaken by smaller groups in different locations or through email.

Reporting

The Review Working Group will report regularly to the JESC and to ASA and RMAA through existing communication lines. The final draft and any accompanying products will be submitted by the JESC for approval by the ASA Council and RMAA Board.

Proposed timetable

The following timetable is based on the assumption that the Review Working Group commits resources on a part-time basis.

| Date | Milestone |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| 2009 | Hold online discussions, workshops and meetings at various locations, such as ASA Conference and RMAA Convention, consult allied professions |
| Jan – March 2010 | Submit new document or framework to JESC and then release to community for comment |
| March – June 2010 | Take comments into consideration and submit final draft and other supporting documentation through JESC to ASA Council and RMAA Board |
| July-August 2010 | ASA Council and RMAA Board approve and release revised statement of knowledge (or new title) |

Contacts for information: Marian Hoy marian.hoy@rmaa.com.au or Dr Sigrid McCausland sigridmcc@optusnet.com.au

The Statement can be found at the following links:

<http://www.rmaa.com.au/docs/profdev/StatementKnowledge.cfm> (PDF)

<http://www.archivists.org.au/course-accreditation> (Word)

References

M Hoy, 'Understanding the role, place and potential of the Statement of Knowledge for Recordkeeping Professionals', *Archives and Manuscripts*, Journal of the Australian Society of Archivists (ASA), Volume 36, Number 1, May 2008, pp. 8-31.

M Pember, 'The classic attributes of a profession: Does recordkeeping qualify?' *Proceedings of the 24th Records Management Association of Australasia (RMAA) International Convention*, 9-12 September 2007, Wellington, New Zealand.

ASA Member of JESC
Mary Paton
Education Portfolio Holder, ASA Council

RMAA member of JESC
Kate Walker
CEO RMAA

Draft terms of reference were released on behalf of JESC on 16 March 2009.